

## **HOUSING PROGRAM COORDINATOR**

### **DEFINITION:**

Under the Director of Business Assistance and Housing Services, coordinates the City's low and moderate income housing programs, coordinates the acquisition and disposition of real estate, and is responsible for insuring compliance with contracts, agreements and housing program policies; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This position is distinguished from other classes by the degree of independent thought and action required to coordinate the technical housing and real estate activities of the division.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Orient, monitor, and ensure compliance by program participants to terms and conditions of agreements and policies.
2. Coordinate real estate acquisition and disposition.
3. Confer with property owners, developers, lenders, appraisers, and others regarding housing issues.
4. Confer with, and provide professional and technical support to, other City staff on housing issues.
5. Ensure proper and timely implementation of real estate activities.
6. Recommend appropriate action to ensure compliance.
7. Assist in the monitoring of contracts, agreements, and program applications.
8. Enlist and maintain professional and public participation in housing programs.
9. Receive, develop, and evaluate housing program applications; maintain waiting lists.
10. Review submitted financial records for completeness, accuracy, and applicability.

## **Housing Program Coordinator**

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

11. Monitor participant eligibility in conformance to established requirements.
12. Maintain records of City housing programs and services.
13. Record, monitor and file documents with appropriate agencies and offices.
14. Assist in the preparation of informational hand-outs and brochures.
15. Maintain cooperative working relationships with state and federal agencies, non-profit organizations, private companies, City staff, community members and others.
16. Perform a variety of tasks to complete real estate transactions and to coordinate the City's below market rate housing program.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Provide public information concerning housing programs eligibility standards and policies.
2. Assist with the preparation of the Housing Division budget.
3. May make presentations before the Planning Commission, City Council or Redevelopment Agency as directed.
4. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Housing and real estate program compliance monitoring and evaluation systems.
2. Financial record keeping principles and practices.
3. Redevelopment technology and practices.
4. Terminology and documents used in real estate, housing finance, and construction.
5. Legal documents required in loan packaging.
6. Correct English usage, including spelling, grammar and punctuation.

## **Housing Program Coordinator**

### **Skill in:**

1. Collecting and assembling pertinent financial, housing and real estate information from applicants for loan analysis.
2. Answering inquiries and providing factual and technical information regarding the activities of the division.
3. Monitoring and processing obligations under leases and other real estate activity including loan payments and insurance requirements.
4. Assembling, organizing and presenting in written or oral form statistical and/or factual information derived from a variety of sources.
5. Making accurate arithmetic calculations.
6. Personal computer operations and word processing applications.

### **Ability to:**

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and sound independent judgment within established guidelines.
3. Prioritize work, coordinate several activities and follow-up as required.

### **JOB REQUIREMENTS:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four-year college or university with a degree in housing, planning, public administration or a related field of study.
3. Two years staff experience in a housing, planning, community development, economic development department or a related applicable environment.

### **OTHER QUALIFICATIONS:**

1. Additional related experience may partially offset the college requirement on a year for year basis up to a maximum of two years.
2. Bilingual (Spanish) is desired.

## **Housing Program Coordinator**

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machine
5. Calculator
6. Telephone
7. Presentation materials
8. Automobile

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Lifting up to 20 lbs.
7. Driving
8. Frequent file handling and storage

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### Office Conditions:

1. Indoors: normal office conditions, 95% of the time  
Travel: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

#### Field Conditions:

1. Outdoors: various weather conditions
2. Noise: varying low to high equipment noise
3. Flooring: grass, gravel, dirt, rock, asphalt, etc.
4. Dust: normal outdoor to high outdoor levels
5. Hazards: viewing properties in all the various stages of construction, including developed and undeveloped properties